Inquire on the Document Status Page

Step	Action
1.	Click the **Review Requisition Information** button. Review Requisition Information
2.	Click the **Document Status** menu. Document Status
3.	**Inquire on a Requisition Doc Status** You can search to inquire on the document status page by entering all or part of one of the following search criteria: • **Requisition ID** – to view a specific requisition; or • **Requester** – to view requisitions associated with a specific requester.
4.	Enter the desired information into the **Business Unit** field. Enter "**BRFHS**".
5.	Enter the desired information into the **Requisition ID** field. Enter "**0000021**". *NOTE: If you do not know the requisition id, you can search for it using Lookup Requisition ID. Alternatively, you can enter the Requester's User ID into the Requester field, or use Lookup Requester to search for the requester user id.*
6.	Click the **Search** button. Search
7.	From the Document Status page for this example, you may view the following pages associated with the requisition: the Requisitions page, the PO Inquiry page, and the Receipts page.
8.	Click the **0000021** link to view the Requisitions page. 0000021
9.	Click the **Close** button. X
10.	Click the **00000044** link to view the PO Inquiry page. 00000044
11.	Click the **Close** button. X
12.	Click the **000020** link to view the Receipt inquiry page. 000020
13.	Click the **Close** button. X
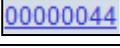
Step	Action
14.	This completes *Inquire on the Document Status Page*. **End of Procedure.**